

ADMINISTRATIVE - INTERNAL USE ONLY

17 August 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Weekly Report - Office of Training

I. Recent Activities

A. Intelligence Writing Techniques Course

Fourteen Career Trainees, most of whom will begin their DDI interim assignments this month, completed the Intelligence Writing Techniques Course. As a new feature this time, an opening-day panel of analysts from OCI, OER, and OSR, examined the analyst's role in the DDI production process. Participation in other course activities and exercises, all of which were new, was intense and frequently enthusiastic.

B. Annual Equal Employment Opportunity Inspection

The [] received its annual Equal Employment Opportunity inspection on 7 August. The local EEO Administrator said that she was quite pleased with our entire program and that she would so indicate in her report. She offered no suggestions for improving the Station's Equal Employment Opportunity Program.

C. Applicant for Career Training Program

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D. Persian Language Training

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E. Briefings

Three briefings were given, including one at Headquarters for 20 of the National Security Agency's Special Research Interns; another at [redacted] for students and instructors in an Air Force Photo Interpreters course; and another at the Foreign Service Institute for a group of officers attending the International Narcotics Control Interagency Training Program.

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II. Upcoming Events

A. Survey of Intelligence Information Handling Systems Course

We have received 45 applications for enrollment, 18 from CIA, 15 from DIA, and 12 from NSA, for the course starting 17 September. Additional applications are expected during the coming week from Army, Navy and Air Force Intelligence, and the Department of State. Class maximum is 40 students, necessitating the use of a quota system to control the size of the class.

B. Midcareer Course

Despite the numerous organizational changes within the Agency, planning for Phase II of the next Midcareer Course, scheduled for 26 August - 5 October, is complete; and the schedule is being distributed. A new feature is the addition of scope notes for each presentation and the various subunits in the Phase. Planning for Phase III proceeds.

C. Special Panel of the Junior Officer Board

The Special Panel of the Junior Officer Board will interview 20 candidates from the January 73 CT Class for the Basic Operations Course on 20 and 21 August. Three additional candidates will be interviewed 4 September, but interviews have been waived for two female members of the Class who are doing outstanding jobs on their overseas interims in Europe and Africa. Thus, there may be around 25 CTs in the September BOC; this will be the largest group of CTs to take the BOC in some time.

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D. Operations Training Conference

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A Training Conference for DDO Training Officers has been tentatively scheduled for 3 and 4 October [redacted]. Agenda items for the conference, which is designed to ensure that all DDO training needs continue to be met by OTR in timely and relevant fashion, are being solicited from senior component Training Officers.

E. Foreign Affairs Executive Seminar

The next Foreign Affairs Executive Seminar, scheduled to begin on 10 September, has six Agency nominees: one from the DDMS (OS); one from the DDS&T (NPIC); two from the DDI (OCI and OER); and two from the DDO (EA and MI).

F. Spanish Language Training

The Language Learning Center is sponsoring a "total immersion" weekend 17-19 August for Agency employees who have a 2+ or better in Spanish. Many of the participants are former students; others are bilingual speakers who want to spend a weekend practicing their neglected second language. This activity is potentially an excellent way to get at the problem of language maintenance in the Agency, and the language weekend idea will have inherent appeal for many employees who want to keep a language skill alive. It also responds to Mr. Colby's thought that professionals should develop work-related skills on their own time.

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Alfonso Rodriguez
Director of Training

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